

Marketing to the City of Tempe

A Vendor's Guide To City Procurement & Materials Management Processes

**City of Tempe
Procurement Office**

**20 E. Sixth Street (Second Floor)
P.O. Box 5002
Tempe, Arizona 85280**

Phone: (602) 350-8324

**July 1, 1997
Central Services Division**

**Ron C. Gauthier, CPPO
Central Services Manager**

Marketing to Tempe Handbook for Supplier & Service Providers

Welcome

The City Procurement Office welcomes the interest and participation of all vendors in seeking contracts with the City of Tempe. It is hoped that the information presented herein will assist in your efforts by acquainting you with the procurement and materials management policies and procedures of the City.

The information presented herein has been developed as a general guide, and as such may not answer all of your questions. Should additional information be sought, please call or write the City Procurement Office.

Office Hours

The City Procurement Office is open Monday through Friday from 8:00 a.m. until 5:00 p.m., except on holidays.

Scheduled Visits

Visits to the City Procurement Office by sales representatives are welcomed and encouraged. It is recommended that your sales visits with City Contracts Buyers be scheduled in advance. To allow time for daily start-up and close-out, Contracts Buyers normally schedule vendor visits during mid-day, between 9:00 a.m. and 4:00 p.m.

Bid/Proposal Opening Attendance

The date and time for bid/proposal openings is printed on the cover sheet of each City bid solicitation. While being present at the bid solicitation opening is not required, bidders/proposers are welcomed to attend the opening. Since a thorough evaluation of bid/proposal responses is required before making an award decision, no decision will be made or announced at a bid/proposal opening.

Master Bid List

The City Procurement Office maintains a computerized list of prospective bidders (suppliers and service providers) who are interested in doing business with the City and who have registered to become bidders for specific products and/or services.

Bidder Registration forms may be obtained through FAX retrieval, by mail, or at the front counter of the City Procurement Office. Registration form requests are not taken over the telephone.

To receive a formal contract award with the City, it is required to be a registered bidder. The Bidder Registration forms contain the Standard Instructions To Bidders and Standard Terms & Conditions which are incorporated by reference in City bid

solicitations and accepted by signing to become a registered bidder or by signing the "Vendor's Bid Offer" page as contained in each bid solicitation.

To retrieve Bidder Registration forms by FAX, use the following instructions -

- Lift the handset of your FAX machine and dial the City Procurement Office FAX number (602) 350-8661;
- When the City Procurement Office FAX machine answers, you will hear two beeps;
- Press "*" (star) and enter the 4-digit Bidder Registration retrieval number 1111;
- Press "**";
- If dialing from your FAX machine, press "1" and continue to next step. Or, if dialing from a remote phone, dial "9" plus your FAX number and continue to the next step;
- Press "#" (pound), you will hear one beep. If dialing from a remote phone, you can now hang up;
- Press "Start" on your FAX machine and hang up the handset. The Bidder Registration form will immediately be sent to the FAX machine from which you are calling.

If a busy signal is received, try at a later time. The City Procurement Office FAX machine can transmit to only one caller at a time and the machine is in frequent use. Bid FAX instructions are also available through voice mail by calling (602) 350-8324.

If FAX retrieval is not available to a vendor wishing to receive Bidder Registration forms, it is necessary to send a letter of request to the City Procurement Office (Attention: Joe Moritz) along with an enclosed return addressed 9 x 12 envelope, that has been pre-stamped. Use sufficient return postage to cover a 6 ounce document (approx. \$1.75 in 1997).

The Master Bid List is primarily used for formal bid solicitations which are expected to exceed \$20,000 in value. Instructions for completing the forms are incorporated into the documents and registration is by Product/Service Code selection. Bidders are asked to limit their registration to only those products and/or services for which they are experienced and capable of providing in a quality and timely manner.

Types of Procurements

Single Requirement Purchases - Single requirement product needs that are under \$2,500 in total value, inclusive of tax and delivery, may be directly purchased by City using departments via a City Procurement Card. However, Procurement Cards are not intended to be used for products already on City supplier contracts, for services or for CIP expenditure items.

All single requirement purchases over \$2,500 in value are made by the City Procurement Office, as well as lesser cost purchases, as may be requisitioned by City using departments. Single requirement purchases between \$3,000 and \$20,000 may be obtained by taking at least three (3) documented quote responses and purchases over \$20,000 require formal bidding.

Repetitive Purchase Items - Products and/or services which are repetitively purchased by City departments are bid as annual or multi-year term contracts.

- Term contracts may result in either a Blanket PO or Issue based supplier/provider agreements.

Under Blanket PO based term contracts, a single PO is issued at the start of the contract period and allows City Departments to make direct purchases with the supplier or service provider. The contracted supplier(s) will stock City used products at their outlet facility for “as needed” delivery or pick-up by authorized personnel within City departments. In some instances, a City bid solicitation may also identify that the resulting contract(s) may be cooperatively used by other public entities.

Under Issue based term contracts, the City Procurement Office issues a separate PO for each purchase made under the contract. Issue based term contracts are used for products and/or services which require oversight review and approval of each purchase to ensure compatibility or standardization; or for high priced items.

Procurement Methods

Procurement Cards -

The City Procurement Office has issued Procurement Cards to using departments which may be used for the purchase of products with a total value under \$2,500, inclusive of tax and delivery. However, such product purchases must not be split to exceed the \$2,500 ceiling; and such purchases are not intended to be for products on existing City contracts, for services or for CIP expenditure items.

Procurement Card purchases by using departments are audited by the City Procurement Office on a monthly basis. Items noted to be repetitively purchased in sufficient quantity are bid as term contracts. Purchases which may appear to be in non-conformity with established procedures are further reviewed for appropriate action.

Cooperative Contracts -

The City Procurement Office often bids contracts which may be used by other public (government) agencies as well as Tempe, and where applicable, uses contracts bid by other public entities. The City of Tempe is also a user of cooperative contracts created by the State of Arizona (State Procurement Office).

Informal Quotes -

Contracts Buyers within the City Procurement Office will often call for quotes on various small dollar items. The quotes are recorded to the electronic Requisition and becomes part of the automated PO file. For purchases between \$3,000 and \$20,000, at least three (3) quote responses are taken and documented by the Contracts Buyer.

Request For Quotations -

A written Request For Quotation (RFQ) is issued by the City Procurement Office to three (3) or more vendors when special terms and conditions or requirements specifications are needed (i.e., insurance or performance bonding, etc.); or when it is critical that performance requirements be completely understood and accepted by the supplier or service provider.

Formal Bid Solicitation -

The term “bid solicitation” is generic and may be in the form of an Invitation For Bid (IFB) or Request For Proposal (RFP). Formal bid solicitations are required to be issued when the cost of a procurement (purchase, lease, or rental) exceeds \$20,000.

A formal Bid Solicitation Notice (single page, self -mailer) is sent to all registered bidders for specific product and/or service codes on the Master Bidders List, as maintained by the City Procurement Office. The Notice provides a brief description of the City’s procurement needs and instructs vendors how to access the bid solicitation by FAX.

- Invitation For Bid (IFB) - An IFB is normally issued to obtain bids for products and in some cases, general services for which requirement specifications are fully known and clearly stated. In the case of an IFB, the contract award is usually made to the bidder who is responsive to all stated bid requirements, determined to be responsible to perform the contract in a timely and quality manner, and who offers the most advantageous cost to the City. At an IFB bid opening, the name of each bidder, items bid, and bid prices are publicly read and recorded.
- Request For Proposal (RFP) - An RFP may be issued to obtain proposal offers for professional services, general services, high-tech equipment and software, and certain products where performance, maintenance, and/or supply factors are determined to be critical to the City. In the case of an RFP, the contract award is usually made to the most responsive and responsible offeror (proposer) to meet the stated evaluation criteria of the City. Price/cost factors represent only one evaluation criteria. At an RFP proposal opening, the name of each offeror and a “bid” or “no bid” statement is publicly read.

Under an RFP, discussions may be held with offerors and “best and final offers” obtained. Discussions are usually conducted with offerors (proposers) who submit

proposals determined by the City to be among finalists and who are reasonably susceptible of being selected for contract award. Discussions are conducted for the purpose of clarification to ensure full understanding of, and responsiveness to, the solicitation requirements. Offerors are accorded fair treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and before award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors (proposers).

The award shall be made to the responsible offeror (proposer) whose proposal is determined in writing to be the most advantageous to the City, taking into consideration the evaluation factors set forth in the RFP.

Bid Solicitation Opening

Whether an RFQ, IFB or RFP all received bid responses are time and date stamped in the Procurement Office, bidder's/offeror's name on envelope/package recorded, and then filed unopened in a locked bid cabinet. The response envelope/package remains unopened until the designated time and date for public opening. At the time and date stated for the public bid opening, the Contracts Buyer opens bids before witnesses and reads appropriate information.

Late bids/proposals can not be received and are rejected by the City Procurement Office, regardless of the reason for lateness, including circumstances beyond the control of the bidder/offeror. To ensure timely delivery, **never wait** until the last minute to submit a bid/proposal response to the City Procurement Office. There are too many chances for not being timely and this can ruin a perfectly good day.

Bidder Instructions and Standard Terms & Conditions

Bidder Instructions and Standard Terms & Conditions for City bid solicitations are placed in the City's Bidder Registration forms and incorporated by reference in each City bid solicitation. This makes the City's bid solicitation documents less voluminous and saves memory space on the City's bid FAX machine. To receive a formal contract award it is a requirement to be a registered bidder.

Open and Competitive Bidding

A primary concern of the City Procurement Office is that an open and competitive bid process be used wherever practicable and to this end, restrictive or proprietary specifications are kept to a minimal use; and used only to meet necessary technical demands for operational compatibility with existing equipment or for truly unique and cost effective performance applications.

The City may contract with persons other than City personnel for the preparation of specifications. However, no person preparing specifications shall receive any direct or indirect benefit from the utilization of such specifications.

Scope of Work and Specifications

Most City bid solicitations contain a Scope section and a Specifications section which serve to describe the physical and/or functional characteristics, or nature of a material, service or construction requested in the solicitation. The Scope or Specifications may include a description of any requirements for inspecting, testing or preparing a material, service or construction for delivery. A brand name or equal specification may be used for the purpose of describing the standard of quality, performance or characteristics required or desired, but is not intended to limit or restrict competition.

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Submitting A Bid Or Proposal

It is the bidder's/proposer's sole responsibility to ensure that a bid or proposal is received at the stated location prior to the time and date specified in the City's bid solicitation. If required, the bidder/proposer is to acknowledge all solicitation amendments by signing and returning the amendment prior to the specified bid/proposal due date and time. Bids or proposals may be modified or withdrawn prior to the time and date set for solicitation opening. Late bids or proposals will not be opened and will be rejected regardless of the degree of lateness or the reason, including causes beyond the control of the vendor.

Late bids/proposals which are hand carried will not be accepted by the Procurement Office. Late bids/proposals received through the mail will be filed unopened and a Late Bid Notice mailed to the sender (if name and address were printed on outside of the late bid/proposal envelope).

Submission of bids or proposals shall be on the forms included in each solicitation. Telegraphic offers, mailgrams and facsimile bid responses will not be considered. Bids or proposals must be submitted with an original ink signature by the person authorized to sign the bid or proposal offer. Unsigned bids will be rejected.

Vendors and the public are invited, but not required, to attend the formal opening of bids and proposals. No decisions related to an award of a contract will be determined at the opening. At Invitation For Bid (IFB) openings, the name of each bidder is read allowed along with the bidder's prices and information indicating the product(s) and/or service(s) bid. At Request For Proposal (RFP) opening, the name of each offeror (proposer) is read allowed along with a "bid" or "no bid" statement. Proposal prices are not read nor are details concerning the offeror's proposal made available until after a formal contract award has been made by the City.

Successful vendor(s) will be notified of their award selection and upon award will be sent either a PO or Contract Award Notice. In certain instances, a more formalized

contract may require further post award discussions and document signing between the City and an awarded/contracted vendor.

Bid Tab Results

After the bid due date for an Invitation For Bid (IFB), initial bid tab results may be obtained by sending the City Purchasing Office a letter of request and enclosing a self-addressed and stamped return envelope. Due to personnel and time restraints, bid tab results are not given over the telephone. It should be noted that figures shown on an initial bid tab represent those compiled at time of bid opening; and that per the terms and conditions of the bid solicitation, other evaluation factors exist and must be considered before an award recommendation is completed. Initial bid tab figures are for information only and all such information is subject to further evaluation and analysis. After an award has been made, bidders may make an appointment with the assigned Procurement Office Contracts Buyer, visit the Procurement Office and review the bid/contract file. At the time an award recommendation has been developed, it is publicly posted in the City Procurement Office.

Vendor Billing - Single Requirement Purchases

Single requirement purchases for goods and services are normally paid by the City within 30 days after delivery and/or completion of the provided service; provided the vendor's products and/or work was found satisfactory by the customer department and the vendor's billing invoice was found to be correct. Unacceptable products/services and/or incorrect billing invoices will delay vendor payments until such time as problem areas are corrected and accepted by the City customer department(s); and the approved invoice is transmitted to the City Accounting Office. The City Accounting Office processes all payments for single requirement purchases.

Vendor Billing - Term Contracts

The City Procurement Office compliance monitors all term contract billings and monthly statements received from contracted vendors with Blanket PO status. Individual delivery or service receipts are reviewed for accuracy, correct bid/contract prices and for bid awarded (authorized) contract items. Approved contract payments are then transmitted from the City Procurement Office to the City Accounting Office for payment release.

Billing statements received by the fifth of the month are processed and have a payment check issued within approximately 30 days, provided the following items have been received, matched and verified as to complete compliance to the bid/contract -

- Delivery ticket/work order - Signed by ordering (customer) department.
- Itemized invoices adhering to bid contract pricing and items only. Items not on contract must be billed on separate invoices for individual approval review.

- Correct statement is received that shows all monthly purchases from the contract.
- All packing slips, delivery tickets and invoices contain the following information -
 - PO number
 - Name of ordering department
 - Applicable contract number
 - Correct quantity
 - Purchased items description as per bid response and price

Legal and Contractual Remedies

- Resolution of Contract Claims -

The City Procurement Office administers awarded contracts and has the authority to settle and resolve contract claims and controversies. The assigned Purchasing Office Contracts Buyer is the first line of contact to resolve an issue and the City's Central Services Manager is the second line of contact. The Central Services Manager for City Procurement will follow prescribed City procurement guidelines and give prior written approval of settlements or resolutions exceeding \$20,000. Appeals from the decision of the City Procurement Office may be made to the Assistant Management Services Director for Financial Services or to the Management Services Director.

- Filing a Protest -

An interested party may protest a bid solicitation issued by the City; or the proposed award of a City contract. Protesters will be given fair consideration. However, the ultimate decision is at the discretion of the City.

The contest of protest is to be in writing and include the following information -

- The name, address and telephone number of the protester;
- The signature of the protester or its representative;
- Identification of the solicitation or contract number;
- A detailed statement of the legal and factual grounds of the protest including copies of relevant documents;
- The form of relief requested.

To be considered, protests are first to be filed with the City Procurement Office (Contracts Buyer Contact identified on bid solicitation in question) within ten (10) days after the protester knows or should have known the basis of the protest.

The protester is to deliver their protest to the designated Contracts Buyer contact responsible for the bid and copy the Central Services Manager (Purchasing Administrator). The City Buyer will immediately give notice of the protest to the successful (selected) vendor or contractor if award has been made.

The City Procurement Office will issue a written decision within 14 days after a protest has been filed. The decision shall contain an explanation of the basis of the decision. If the City Procurement Office fails to issue a decision within the 14 day time limit, the protester may proceed as if the Procurement Office has issued an adverse decision.

To be considered, an appeal from a decision entered or deemed to be entered by the City Procurement Office must be filed with the Assistant Management Services Director for Financial Services or with the Management Services Director within five (5) days from the date the decision is received. The appellant shall also file a copy of the appeal with the City's Central Services Manager.

An appeal is to contain the following information -

- The original protest information as submitted to the City Procurement Office;
- A copy of the decision of the City Procurement Office; and
- The precise factual or legal error in the decision of the City Procurement Office from which an appeal is taken.

While some protests may be of a positive and constructive nature, unfounded protests or law suits of a harassment nature may be subject to frivolous litigation penalties as allowed under Arizona law.

Debarment and Suspension

The City's Management Services Director has the authority to debar and suspend a person and/or firm from participating in City procurements. If debarment is proposed, the person/firm and affected affiliates will be so notified in writing within seven (7) days of the proposed debarment and that a hearing will be scheduled. Any debarred person/firm may request reinstatement by submitting a petition to the Management Services Director, supported by documented evidence showing that cause for debarment no longer exists or has been substantially mitigated.

If adequate grounds for debarment exists, the Management Services Director may suspend a person from receiving any procurement award. The period of suspension may be up to six (6) months and the debarment may be up to three (3) years.

Gratuities and Conflict of Interest

Employees of the City Procurement Office and City are **prohibited** from accepting gifts, meals, trips or **anything** of value from a vendor even though the intent of such gesture may be honorable or a customary practice. All City employees and all vendors, including their officers, employees, and representatives are subject to appropriate civil and criminal City, State and Federal statutes related to conflict of interest, bribery, and similar offenses (please do not attempt to feed the bears).

The City by written notice to a contracted vendor, may cancel a contract, if it is found that gratuities, in the form of entertainment, gifts, loans, future employment, any economic opportunity, special discounts, trips, favors or service were offered by the contracted vendor to a City employee with a view toward securing an order, securing favorable treatment with respect to the awarding, amending or making of any determinations with respect to securing such order or contract.

Unauthorized Contracts Null and Void

All vendors, offerors and contractors are cautioned and strongly advised to ensure that a written, legally binding contract, -purchase order, amendment, or other contract document is obtained and includes signatures from appropriate officials of the City prior to performing any service or incurring any expense.

Preparing For Success

Should a bid solicitation call for pre-qualified products, a vendor should make an attempt to have their product tested and qualified prior to issuance of a City bid solicitation. Testing of products and the determination as to acceptability can normally be performed before the issuance of a subsequent bid solicitation.

Once a business obtains a copy of a City bid, the next major step is to prepare an acceptable bid or proposal response to the solicitation. There are no easy solutions to accomplish this task. However, there are several recommended actions which may enhance a bidder's/proposer's opportunities for success.

- Give an incoming quote or bid solicitation an immediate and thorough review. Pay special attention to any Special Terms and Conditions and to any mandatory or required specifications to be met. Be sure to become a registered bidder of the City which includes the acceptance of standard Instructions To Bidders and Standard Terms and Conditions
- Contact the designated Procurement Office Contracts Buyer to answer any questions or to settle any points of confusion. Don't wait until the last moment and hope to accomplish this clarification. If a clarification may be material to the

outcome of the bid, place questions in writing and obtain a written response from the City Procurement Office.

- Present a clear, well organized and well prepared bid or proposal response. Follow any bid or proposal preparation instructions that are given within the bid solicitation. Whenever possible, type a bid or proposal response and thoroughly proof read the prepared response. Pay special attention to the accuracy of pricing data and to meeting stated bid solicitation requirements.
- Answer any required questionnaire responses with an accurate and truthful statement. Failure to meet or exceed a mandatory requirement will result in a non-responsive bid/proposal response. Any alternate method used to obtain a performance equivalent to a mandatory requirement should be stated as an "alternate" on your bid response, fully explained and technical material submitted to substantiate the "alternate" method. The City will make the ultimate decision to accept or reject any alternate method.
- Sign all required signature pages and return all required bid documents. An unsigned bid and/or substantially incomplete bid/proposal response will be rejected and not considered.
- If a City bid solicitation requests multiple copies of a bid response for evaluation purposes, be sure to include these extra copies.
- If a City bid solicitation requires that product technical literature or samples be included with a bid/proposal response, be sure that such materials are enclosed within your bid/proposal response package. Failure to include required technical literature and samples for evaluation purposes may cause your response to be rejected and not considered.
- Unless specifically disallowed by language within a City bid solicitation, a vendor may present multiple products or proposals to the City within their bid response. However, each alternate response package is to be listed as such and contain all required forms, signature pages, technical literature, product samples, completed questionnaires and any other materials called for in the City's bid solicitation.
- Be sure to clearly label each sealed bid/proposal response envelope/package with the City's bid solicitation number, description of the material, service and/or construction being bid and the bid/proposal due date.
- Make sure that a bid/proposal response is received by the City Procurement Office prior to the designated date and time scheduled for bid/proposal opening. Late bids/proposals are rejected and not considered.

In determining the responsiveness of a bid/proposal response, the City Procurement Office will review the bidder's/offeror's (proposer's) response as to its conformity with all stated requirements and evaluation criteria of the bid solicitation. Once a bidder/offeror is determined to be responsive, bidders/offerors will be reviewed as to price and value considerations of their comparative products and/or services.

Vendor (bidder/offeror) responsibility is also considered prior to any award recommendation. The likeliness as to whether a vendor can perform a contract is reviewed according to criteria established within the City's bid solicitation. Past performance histories are considered and any requested bidder/offeror references are checked. The City (at its discretion) may not make an award recommendation to any vendor previously defaulting on a contract obligation with the City. Vendor financial stability is also checked if considered material to the longevity of a contract or to the supply of products and/or services which require an initial or start-up expense by the contracted vendor.

Quite often, a committee approach is used in the evaluation of bid/proposal responses. In such an approach, the City Procurement Office works with the technical staff within City customer departments to reach an award decision and recommendation.

After a contract award has been established, the City Procurement Office may hold post award meetings to enable both supplier and/or service provider and City staff to reach a more complete understanding of each others contract expectations, performance benchmarks and operating schedules. It is at these meetings that a professional, working relationship is bound.

Authorized Contact(s) For City Bid Solicitations & Contracts

The only authorized contact regarding a City bid solicitation or contract is with the designated Contracts Buyer within the City Procurement Office, as listed on the cover page of each City bid solicitation. Any questions, clarifications, or concerns about a City bid solicitation are to be addressed to the Contracts Buyer.

Contracts Buyers & Assignments

The City's Contracts Buyers are well educated and experienced in the discipline of public procurement and contracting, and have been professionally certified by nationally recognized purchasing organizations. Tempe is one of very few cities in the nation to achieve 100% certification for its professional procurement staff. Among the various awards received by Tempe Contracts Buyers are "Arizona Buyer of the Year" and "National Buyer of the Year".

The procurement responsibilities for the City's Contracts Buyers are as follows:

Ron Hughes, CPPB - Phone (602) 350-8533.

Public Works Department (Administration, Engineering, Environmental, Streets & Sanitation, Parks & Golf, Water Management, and Transportation Divisions).

Development Services Department (Community Development and Building Safety Divisions).

City Manager, Mayor and Council Offices, including Economic Development.

City Museum (Division of the Community Services Department).

Procurement of Furniture; Construction & Design (as may be delegated by the Public Works Department); Building Trades; and Surplus Property Sales.

Donna Littrell, CPPB - Phone (602) 350-8516.

Police Department.

Fire Department.

Human Resources Department.

Community Services Department (Administration, Social Services, and Library Divisions).

Information Technologies (Data Processing & Communications) & Equipment Maintenance Divisions (Management Services Department).

City Courts.

City Clerk.

Internal Auditor's.

Community Relations Office.

Procurement of Office Supplies; Uniforms & Clothing; and Towing Services.

Jan Hort, C.P.M. - Phone (602) 350-8910.

Administration, Risk Management, Accounting, Sales Tax, Customer Services, and Central Services Divisions (Management Services Department).

Facility Maintenance Division, Custodial Services Division, and Supply Warehouse (Public Works Department).

City Attorney's Office.

Recreation Division (Public Works Department).

Procurement of Printing; Graphic Design; Copiers; and City Procurement Cards.

Joe Moritz, CPPB - Phone (602) 350-8517.

Bidder Registration Program.

Ron Gauthier, CPPO - Phone (602) 350-8405.

Central Services Manager (City Procurement Administrator) responsible for the development of City procurement policies, procedures, and publications; procurement training; and for the operation of the City Procurement Office. Also responsible City's inplant Printing, Mail Distribution, Stores, and Surplus Property operations.

Sale of City Surplus and Salvage Materials

The City's Central Services and Equipment Maintenance Divisions have the responsibility for the disposition of City surplus and salvage/scrap property that is no longer required by City departments; and for the sale of transferred Police recovered property.

Surplus materials are offered to the public through competitive sealed bids, public auctions and market established posted price sales. In addition, City surplus property may also be used for trade-ins on new equipment per competitive quote/bid solicitations.

Surplus property offered through public sale must be paid for as directed by the Auctioneer. The conduct of auction participants must be in accord with posted rules of the Auction. The Auctioneer shall have the authority to remove from the City Auction Yard, any individual or groups of individuals not conforming to posted Auction rules or causing a public disturbance detrimental to the conduct of the Auction.

When selling surplus property with an estimated value over \$20,000 (outside of a City Auction), a competitive sealed bid is issued to registered bidders on the City's Master Bid List and public advertisement is used. The City's bid solicitation will list the materials being offered for sale, designate their location and how they may be inspected. The bid solicitation also states the terms and conditions of sale, provides instructions to bidders and lists the location, time and date scheduled for public bid opening. Interested bidders are welcomed to attend the scheduled bid opening.

Award of sale is normally made to the responsive and responsible bidder offering the highest revenue return to the City for the surplus property and/or salvage (scrap) material; provided the amount bid represents a realistic market value.

Any surplus material sold by the City must be removed by the successful bidder (buyer) within the time stipulated by the Auctioneer.